

DRAFT
BROOKFIELD BOARD OF FINANCE REGULAR MEETING MINUTES
BROOKFIELD HIGH SCHOOL MEDIA CENTER
WEDNESDAY, FEBRUARY 13, 2013
7:00PM

CALL TO ORDER: Chairman J. Friedrich called the meeting to order at 7:00pm, beginning with the Pledge of Allegiance.

Present for the Board: Chairman J. Friedrich, Vice Chairman I. Agard and Secretary P. Kurtz, R. Appleby, R. Jaffe, J. Tomaino (arrived at 7:05pm) and Ex-Officio First Selectman B. Davidson
Also Present: Selectman H. Lasser and members of the public.

PUBLIC COMMENT: There was no public comment.

APPROVAL OF MINUTES: A motion was made by R. Appleby, seconded by Vice Chairman Agard, to approve the minutes from the January 9, 2013 Board of Finance Regular Meeting as written. Motion was passed 5-0. J. Tomaino was not present for this vote.

COMMUNICATIONS AND CORRESPONDENCE: Secretary P. Kurtz reported that correspondence was received from the following people; Matthew Coleman dated 1/9/13 regarding school security, an email forwarded by First Selectman B. Davidson dated 2/4/13 from Jaime Makuc regarding Senate Bill 311, Ron Jaffe dated 1/14/13 regarding CCM Budget Workshop recently attended, and Renee J. Santiago dated 1/13/13 regarding security changes in schools.

REPORT OF THE FIRST SELECTMAN: First Selectman B. Davidson reported on the following; Police Department contract update, Library cottage is to be sold at auction on March 16th at 11am, cell tower proposal, and the need for increased maintenance capital for the 2013-2014 budget as recommended by the Capital Maintenance Ad Hoc Committee.

REPORT OF THE FINANCE DIRECTOR: Controller B. Leverage gave an overview of the January 2013 Revenue and Expenditure Report.

REPORT OF SUBCOMMITTEES:

a. Board of Finance Audit Committee: R. Jaffe reported that the audit firm is in the final stages of completing the draft audit report. This draft report will be sent to Controller B. Leverage, and will be forwarded to A. Colley, Board of Education, and WPCA for them to view the draft and have the opportunity for comment and corrections before the final draft. The final version will be available the last week in February. The Board of Finance will schedule a Special Meeting on Tuesday, February 26, 2013 at 7:00pm in the Town Hall. R. Jaffe also reported that the Audit Committee has worked on developing an RFP for audit firms for upcoming years. The Town Attorney is now working on the final RFP. The Committee recommends an audit RFP committee be created to review submissions, and that the committee be comprised of individuals who have audit experience. R. Jaffe also stated that going forward, the transmittal letter will be jointly signed by the First Selectman, Town Controller, and Town Treasurer.

b. Board of Finance Bylaws Committee: Vice Chairman Agard stated that the Bylaws Committee will be on hold at this time.

c. Board of Finance Budget Committee: Chairman J. Friedrich will send out a letter to Town Departments informing them that they can request to present their budget to the Board of Finance and available dates. Each department presenting will be asked specific questions pertaining to their budget. All questions from Board of Finance members should be forwarded to Chairman J. Friedrich.

OLD BUSINESS:

Board of Finance 2013-2014 budget line item for submission to the Board of Selectmen

The budget amount was submitted by the Town Controller to the Board of Selectmen for the Board of Finance is to remain the same as last year's budget.

Capital/Maintenance policy continuation

This agenda item was discussed in the Report of the First Selectman.

Agenda Creation Proposal

R. Jaffe distributed a copy of the agenda creation document as a proposed bylaw change.

BOF Annual Calendar "Tick List" Revisions

Chairman J. Friedrich recommended that the "Tick List" be removed from the Bylaws and become a separate document. Chairman J. Friedrich asked that any changes to the "Tick List" be forwarded to Town Controller B. Leverage by May or June. Secretary P. Kurtz will forward "Tick List" to the Board.

Finalize 2013 Budget Calendar

Controller B. Leverage requested that the Board of Finance combine capital debt and income and revenue into one meeting.

A motion was made by Vice Chairman I. Agard, seconded by R. Jaffe, to combine Income and Revenue with Capital and Debt at the Special Board of Finance Meeting on Wednesday, March 6, 2013 to be held at Town Hall at 7pm, and to cancel the Special Board of Finance Meeting previously scheduled on Wednesday, March 7, 2013. Motion was passed unanimously.

NEW BUSINESS:

Marty Handshy, Consultant to the Board of Selectmen, was present to discuss the DelMar Drive Waterline.

Approval of \$498,000 for funding Phase III Federal Water Line

A motion was made by Secretary Kurtz, seconded by Vice Chairman Agard, that WHEREAS, the Board of Selectman has recommended that the Town appropriate \$495,000 for the planning, design and construction of an approximately 1650 lineal foot water main extension extending southward on Federal Road from Candlewood Lake Road to near to or at the Danbury City line (the "Southern Water Line Phase III Project"), and issue its general obligation bonds or notes and temporary notes in an amount not to exceed \$495,000 to finance the appropriation. Motion was passed unanimously.

Approval of \$10,000 funding for Gurski Park Engineering

A motion was made by R. Jaffe, seconded by Secretary P. Kurtz, to move that the Board of Finance approve an appropriation of \$10,000 for the purpose of a structural engineer to evaluate the buildings on the Gurski Homestead. Said funds to be transferred from Contingency to the Conservation Commission. Motion was passed 5-1.

Members voting yes: Chairman J. Friedrich, Secretary P. Kurtz, R. Jaffe, R. Appleby, and J. Tomaino. Member abstaining: Vice Chairman I. Agard

PUBLIC COMMENT: There was no public comment.

OTHER ITEMS TO COME BEFORE THE BOARD: There were no other items to come before the Board.

ADJOURNMENT: A motion was made by Vice Chairman Agard, seconded by R. Jaffe, to adjourn the meeting. Motion was passed unanimously. Meeting was adjourned at 8:30am.